

The California Commission on Health and Safety and Workers' Compensation



Worker Occupational Safety and Health Training and Education Program (WOSHTEP) 2006 Advisory Board Annual Report

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2006 ADVISORY BOARD ANNUAL REPORT

Worker Occupational Safety and Health Training and Education Program (WOSHTEP)

I. Executive Summary

The WOSHTEP Advisory Board is submitting its third Annual Report in compliance with its mandate in Labor Code Section 6354.7 to prepare an annual written report evaluating the use and impact of the programs developed for WOSHTEP.

From its inception in 2003 through 2006, WOSHTEP has served over 780 workers and almost 200 employers. To date, WOSHTEP has provided health and safety information and/or training to numerous industries including: janitorial; construction; small manufacturers; corrections and rehabilitation; food service or restaurants; health care; telecommunications; agriculture; transportation; and schools.

All WOSHTEP activities are described below and in the Appendix to this report.

Overview of WOSHTEP Activities

In 2003, the first year of WOSHTEP, key accomplishments included a needs assessment, the design of the WOSH Specialist curriculum, and the development of Resource Centers in Northern and Southern California.

In the second year, 2004, key accomplishments included conducting several pilots and completing the core and supplemental modules of the WOSH Specialist curriculum, as well as creating an online guide to multilingual health and safety resources.

In 2005, all aspects of WOSHTEP were expanded and key accomplishments included development of:

- A trainers' network to deliver the WOSH Specialist course statewide.
- Presentation of the first Training-of-Trainers courses to build a statewide network of trainers.
- A listserv for WOSH Specialists and trainers to help them stay current on health and safety issues and information and act as a resource to each other.

- Health and safety resources for small businesses, adapted to the restaurant industry, as well as training offered to owners and managers of small restaurants.
- A Young Worker Leadership Academy to develop the knowledge of young workers about health and safety issues in the workplace and their rights and responsibilities, as well as to develop leadership skills for young workers to take a leadership role in their own community. Academy participants conducted Safe Jobs for Youth Month (May) activities in their communities.

In 2006, key accomplishments included:

- Expanded the audience for WOSH Specialist course offerings, Awareness trainings, and Refresher trainings. Over 640 Specialists have been trained and many of them have participated in Refresher trainings. In addition, Awareness sessions have been presented to inform employers and workers about the WOSH Specialist course and WOSHTEP resources.
- Expanded Trainers Network for WOSH Specialist course.
- Expanded partnerships with the State Compensation Insurance Fund (SCIF) and the California Restaurant Association (CRA) to deliver the restaurant safety training program statewide, presenting over 18 workshops for more than 193 owners and managers from over 134 restaurants or food-service programs.
- A needs assessment for the development of a training resource packet for a spectrum of small businesses.
- A working partnership to plan and implement an additional campaign on heat illness targeting agricultural workers in the Central Valley.
- Two Young Worker Leadership Academies with participants planning and implementing projects in their communities during Safe Jobs for Youth Month (May) that reached at least 3,000 people, mainly youth.
- Expanded resources and technical assistance through the Northern and Southern California Resource Centers.

For a detailed discussion of the accomplishments above, see pages 7 through 17 of this report.

II. Background and Purpose of WOSHTEP

Background

California has the exciting opportunity to serve as a national leader in worker protection and injury and illness prevention. Workers' compensation reform legislation, Assembly Bill (AB) 749, effective January 1, 2003, included a provision for the creation of a Workers' Occupational Safety and Health Education Fund (WOSHEF) administered by the Commission on Health and Safety and Workers' Compensation (CHSWC).

Pursuant to Labor Code Section 6354.7(a), insurance carriers who are authorized to write workers' compensation insurance in California are assessed \$100 or .0286 percent of paid workers' compensation indemnity amounts, whichever is greater, for claims reported for the previous calendar year to the Workers' Compensation Insurance Rating Bureau (WCIRB). This assessment is then deposited into WOSHEF. CHSWC uses these funds each year to develop and implement WOSHTEP through contracts with the Labor Occupational Health Program (LOHP) at the University of California, Berkeley, and the Labor Occupational Safety and Health Program (LOSH) at the University of California, Los Angeles.

Purpose and Objectives

CHSWC's mandate for WOSHTEP is to:

- Develop and provide a core curriculum addressing competencies for effective participation in workplace injury and illness prevention programs and on joint labor-management health and safety committees.
- Develop and provide additional training for any and all of the following categories:
 - Industries on the high hazard list.
 - Hazards that result in significant worker injuries, illness or compensation costs.
 - Industries or trades where workers are experiencing numerous or significant injuries or illnesses.
- Provide health and safety training to occupational groups with special needs, such as those who do not speak English as their first language, workers with limited literacy, young workers, and other traditionally underserved industries or groups of workers.

- Give priority to training workers who can take a leadership role and are able to train other workers and workers who have significant health and safety responsibilities, such as those serving on a health and safety committee or serving as designated safety representatives.
- Operate one or more libraries and distribution systems of occupational health and safety training material.
- Establish a labor-management Advisory Board to assist with development of the program and outreach to key constituencies and to prepare an Annual Report evaluating the use and impact of WOSHTEP.
- Establish and maintain WOSHTEP and an insurance loss control services coordinator to respond to inquiries and complaints by employers.

Loss Control Services Coordinator: the loss control services coordinator in CHSWC informs employers of the availability of loss control consultation services, responds to their questions, and investigates complaints about the services provided by their insurer. If an employer and an insurer are unable to agree on a solution to a complaint, the loss control services coordinator will investigate and recommend action necessary to bring the loss control program into compliance. Ongoing outreach efforts are being made to reach California employers to let them know what services are available to them from their workers' compensation insurance carrier.

Project Team

CHSWC Staff Participants	
Christine Baker Executive Officer	Janice Yapdiangco Associate Governmental Program Analyst
Irina Nemirovsky Research Program Specialist II	Nurgul Toktogonova Office Technician
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	Chellah Yanga Management Services Technician

**Resource Center
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Laura Stock
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Suzanne Teran
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Valeria Velasquez
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Karen Andrews
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**Resource Center
Labor Occupational Safety and Health
Program (LOSH), UCLA**

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Director

Laurie Kominski
Associate Director of Program
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Deogracia Cornelio
Associate Director of Education

Carol Frischman
Youth Project Director

Aleyda Moran
Youth Project Coordinator

Jessica Martinez
WOSHTEP Course Coordinator

Jan Tokumaru
WOSHTEP Community Liaison

Jessica Barcellona
Health and Safety Training Coordinator

Cinthia Flores
Student Worker

Labor-Management Advisory Board

A labor-management Advisory Board for WOSHTEP is mandated by legislation and has been established. The Board meets bi-annually. Its role is to:

- Guide development of curricula, teaching methods and specific course material about occupational health and safety.
- Assist in providing links to the target audience.
- Broaden partnerships with worker-based organizations, labor studies programs and others that are able to reach the target audience.
- Prepare an Annual Report evaluating the use and impact of WOSHTEP.

Members of the Advisory Board are as follows:

**WOSHTEP Advisory Board
Members**

Bob Balgenorth
State Building and Construction Trades
Council

Laura Boatman
State Building and Construction Trades
Council

Andrea Dehlendorf
Service Employees International Union
(SEIU)

Judith Freyman
ORC, Inc.

Simmi Gandhi
Garment Workers Center

Deborah Gold
State of California
Division of Occupational Safety and Health
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Scott Hauge
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California Department of Corrections and
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Laura Kurre
Service Employees International Union
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California Manufacturers & Technology
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Christina Vasquez
Union of Needletrades, Industrial and
Textile Employees (UNITE)

Len Welsh
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Chad Wright
Laborers Tri-Funds

**WOSHTEP Advisory Board
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Charles Boettger
Municipal Pooling Authority

Susan Harada
Toyota Motor Sales, U.S.A., Inc.

Ken Helfrich
Employers Direct Insurance

Scott Henderson
Henderson Insurance Agency

Barry Hoschek
Liberty Mutual Insurance Group

Dori Rose Inda
Watsonville Law Center

Mark Jansen
Zenith Insurance

Chris Leichty
Zenith Insurance

Keith Lessner
Property and Casualty Insurance
Association of America

Dave Mack
Chubb Group of Insurance Companies

Michael Marsh
California Rural Legal Assistance

Lauren Mayfield
State Compensation Insurance Fund

John McDowell
LA Trade Technical College – Labor
Studies Program

Julia Quint
Department of Health Services

Fran Schreiberberg
Kazan, McClain, Edises, Abrams,
Fernandez, Lyons & Farrise

Dave Strickland
Zurich Insurance

Ed Walters
Praetorian Financial Group

Jim Zanotti
AIG Insurance

III. WOSHTEP Accomplishments

Summary of Previous Accomplishments

CHSWC recognizes the important role that key stakeholders, including employers, labor, educators, insurers, governmental agencies and community-based organizations, play in determining the success of WOSHTEP.

Therefore, CHSWC, LOHP, and LOSH have conducted, and continue to conduct, needs assessment activities with key constituency groups in order to develop, assess and adapt the core and supplemental curriculum and to implement effective training programs and outreach to the target audience statewide. Key findings from the initial needs assessment are included in the 2004 and 2005 Annual Reports.

Based on the needs assessment findings, the following activities have been completed.

- A survey of state, national and international occupational safety and health training programs.
- Core and supplemental modules for a Worker Occupational Safety and Health (WOSH) Specialist curriculum developed to prepare workers to actively participate and support injury and illness prevention efforts in their workplaces. The content of these modules incorporates stakeholder feedback.
- A Multilingual Health and Safety Resource Guide developed by LOHP and is posted on CHSWC's website at www.dir.ca.gov/chswc. This Guide is updated regularly.
- An evaluation system developed to measure the effectiveness of WOSHTEP components.
- Two Resource Centers, each with a library and distribution system for occupational health and safety training material, established in Northern and Southern California. These resources include material developed by WOSHTEP.
- A statewide Trainers' Network, including WOSH Specialists and others with responsibility for occupational health and safety. CHSWC, LOHP and LOSH are continuing to look at existing training networks and initiating discussions with community colleges, adult schools, insurance carriers and others interested in participating as part of the statewide network of trainers mandated by statute.

- An innovative small business health and safety training program developed and offered by LOHP and LOSH to owners and managers of small restaurants. This program is available in English and Spanish.
- A Young Worker Leadership Academy piloted in 2005 and offered twice in 2006 by LOHP and LOSH to teach youth about workplace health and safety and to provide a forum for participants to plan educational health and safety activities in their own communities.

WOSH Specialist Curriculum

The WOSH Specialist curriculum is designed to build knowledge and skills in many areas of injury and illness prevention. Participants are required to successfully complete core training consisting of six modules plus a minimum of three supplemental modules relevant to their workplace in order to be recognized as WOSH Specialists and receive a certificate of completion. Materials have been printed in three languages, English, Spanish and Chinese.

The WOSH Specialist training is being presented statewide. The training approach is:

- Based on the principles of effective adult learning techniques.
- Based on activities that can be tailored and modified for a variety of settings and occupations of various target audiences.
- Designed to be technically accurate.
- Developed to be practical and applied, providing participants with the necessary skills to effectively promote health and safety in the workplace.
- Designed to be taught by trainers with a range of experience in occupational health and safety.

The overall objectives of the curriculum are to increase participants' abilities to:

- Describe the importance and key elements of a successful Injury and Illness Prevention Program (IIPP) in the workplace.
- Identify a full range of potential hazards on the job and specify root causes of injury and illness.
- Evaluate control measures for common hazards.
- Explain the legal requirements for maintaining a healthy and safe workplace in order to support employers' compliance efforts.
- Participate actively in injury and illness prevention efforts and problem-solving in the workplace.

- Serve as a health and safety resource for others, including co-workers, joint labor-management committees, unions and employers.
- Contribute to the reduction of workers' compensation costs through preventive actions and early return-to-work efforts.

Core Curriculum

The core curriculum addresses competencies for effective participation in workplace injury and illness prevention programs and on joint labor-management health and safety committees. The core curriculum consists of the following modules:

- Promoting Effective Safety Programs
- Identifying Hazards in the Workplace
- Controlling Hazards in the Workplace
- Health and Safety Rights and Responsibilities
- Workers' Compensation and Return-to-Work Programs
- Taking Action

Supplemental Modules

Supplemental modules on the following topics have been developed to address the needs of the participants:

- Bloodborne Pathogens
- Chemical Hazards and Hazard Communication
- Communicating Effectively About Workplace Health and Safety
- How Adults Learn Best: Sharing Health and Safety Information in the Workplace
- Preventing Musculoskeletal Disorders: Introduction to Ergonomics
- Workplace Health and Safety Committees

Additional topics will be considered for development as needs are identified.

Pilots

Four settings, described in the 2004 and 2005 Annual Reports, were selected to pilot the curriculum, based on the following criteria:

- A geographic spread throughout the state.

- A diversity of types and sizes of industries in order to assess how versatile the curriculum would be.
- The ability to address WOSHTEP legislative mandates.
- Industries with significant hazards and injuries.
- Underserved occupational groups, including those who do not speak English as their first language.
- Workers who will have significant health and safety responsibilities.
- Joint labor-management support.
- Readiness to commit to serving as a pilot site, including participation in follow-through and evaluation.

WOSH Specialist Trainings

Pilot training concluded in August of 2004. During the remainder of 2004 and continuing through 2005, additional WOSH Specialist training courses were conducted in Northern and Southern California as described in the Advisory Board Annual Reports for 2004 and 2005.

In 2006, over 20 WOSH Specialist classes were conducted by LOHP and LOSH for a wide range of target audiences including: SBC/AT&T; San Francisco State University; Laney College Labor Studies Program; the California Department of Corrections and Rehabilitation, for facilities in both Northern and Southern California; and labor and community-based organizations located in both Northern and Southern California. See the Appendix of this report for detailed descriptions of classes.

Statewide Network of WOSH Trainers

To begin development of a statewide network of trainers in 2005, as mandated by the Labor Code, LOHP and LOSH developed Training-of-Trainers curricula and offered the first two WOSH Specialist Training-of-Trainers courses in April and July 2005. LOHP's 24-hour course in April 2005 trained 12 participants, including those from the Department of Corrections and Rehabilitation, SBC/Communication Workers of America, and community college instructors.

LOSH's 30-hour Training-of-Trainers course, presented in July 2005, trained 16 participants, including bilingual trainers from SCIF, representatives from non-profit organizations, workers from small manufacturing and racetrack industries, union representatives in the homecare and nursing-home industries, and the Los Angeles and San Diego Community College Labor Studies Programs.

In addition, a WOSH Specialist Training-of-Trainers course was taught in English for 13 participants in Oakland, CA, by LOHP trainers in September 2006.

In these courses, the participants/new trainers were able to learn effective training skills and become familiar with teaching the modules. In addition to completing the Training-of-Trainers class, the participants/new trainers were required to complete an apprenticeship that included teaching a minimum of two classes with a mentor trainer and completing an evaluation process.

In November 2006, the first WOSH Specialist Training-of-Trainers course will be taught in Spanish for 14 participants at the UCLA Downtown Labor Center. The course will be co-taught by LOSH and WOSH Network trainers, and it will include participants from companies, unions and community-based organizations.

To date, 55 WOSH Specialists have been trained to be trainers. Over ten trainers from the Southern California network and over eight trainers from the Northern California network have delivered modules of the WOSH Specialist course. These courses have been offered in either English or Spanish. In addition, two of the WOSH Network trainers from Southern California delivered their first independent training in April 2006.

Ongoing outreach by CHSWC, LOHP and LOSH continues to identify trainers interested in participating in the WOSH Specialist Trainers Network, and Training-of-Trainers classes will be offered each year in order to expand the Trainers' Network with trainers prepared to teach the WOSH Specialist course.

Awareness Sessions and Presentations

LOHP and LOSH have also conducted shorter Awareness sessions, drawing on the WOSH Specialist curriculum, to help promote awareness of and interest in the WOSH Specialist course. Awareness trainings for 2004 and 2005 are described in the Annual Reports for 2004 and 2005.

Awareness sessions and presentations for 2006 reached a wide range of audiences including: San Francisco City College Apprenticeship Program; SCIF Loss Control Managers and SCIF policy holders; community-based organizations; the Service Employees International Union (SEIU); and national organizations such as the International Association of Industrial Accident Boards and Commissions (IAIABC), American Society of Safety Engineers (ASSE), the County Safety Officers of California, the Public Agency Safety Management Association, and the American Public Health Association (APHA). See the Appendix of this report for detailed descriptions Awareness sessions and presentations.

Refresher Trainings

Refresher trainings were provided in 2004 and 2005 to a number of trained WOSH Specialists in a variety of settings to assist them in carrying out activities they chose to pursue in their workplaces after completion of the WOSH Specialist

training. Refresher trainings for 2004 and 2005 are described in the 2004 and 2005 Annual Reports.

In 2006, Refresher trainings were held in English and Spanish, with some sessions involving simultaneous translation in Spanish and/or Chinese. WOSH Specialists were able to discuss successes and challenges they faced in implementing health and safety prevention practices learned during the WOSH Specialist course. Revised training materials and new health and safety resources were distributed, and updates on changes in workers' compensation laws were discussed. See the Appendix of this report for detailed descriptions of 2006 Refresher trainings.

WOSH Specialist and Trainer Listservs

LOHP and LOSH have each developed a listserv, an electronic group email list, for Northern and Southern California WOSH Specialists and Trainers. Through the listservs, WOSH Specialists and trainers are regularly invited to meetings and events that will supplement their knowledge of workplace health and safety and injury-prevention practices.

LOSH staff has been developing alternative ways to communicate with those WOSH Specialists who do not have access to a computer and with those who do not speak English. During a full-day open-enrollment Refresher training in Spanish in December 2006, conducted by LOSH, participants will share best ways to communicate with those who may not be able to use the current listservs.

WOSH Specialist Accomplishments

WOSH Specialists have reported a range of accomplishments to date including:

- Participating on an employer-employee health and safety committee.
- Requesting or offering health and safety information to co-workers covering risk mapping for identifying hazards in the workplace, root causes of hazards, ergonomics, Cal/OSHA rules and regulations, and IIPPs and by conducting surveys of workers or by walk-through inspections to determine health and safety problems.
- Assisting in analyzing data collected from surveys, inspections, and other sources in order to identify and prioritize health and safety problems.
- Participating in efforts to reduce or eliminate common hazards by conducting surveys of workers or by walk-through inspections to determine health and safety problems.
- Contributing to efforts to explain the legal requirements for maintaining a healthy and safe workplace and supporting an employer's compliance efforts.
- Conducting or helping to conduct health and safety trainings.

- Developing or helping to develop health and safety programs or policies or an IIPP or Emergency Evacuation Plan.
- Serving as a health and safety resource for co-workers, employers, the union, labor-management committees, etc.
- Writing health and safety articles for company newsletters.
- Recruiting new members to a workplace health and safety committee.
- Providing testimony at the February 2006 NIOSH National Occupational Research Agenda Town Hall meeting in Los Angeles, one of 13 meetings scheduled around the country focusing on concerns, insights, and recommendations for research to improve workplace health and safety.

Small Business Health and Safety Resources

In partnership with SCIF, Cal/OSHA Consultation, and the California Restaurant Association (CRA), LOHP completed the first set of health and safety resources in June 2005 for owners and managers of small restaurants. Through a focus group and pilot tests with owners and managers of several small restaurants, LOHP identified the type of training and information that owners and managers said they needed and would be able to use and created the Restaurant Supervisor Safety Training Program.

The Restaurant Supervisor Safety Training Program materials include a training guide for two short training sessions and tip sheets on the most common restaurant hazards that managers can use to tailor training to the specific hazards in their own restaurants. This training helps restaurant owners and managers to:

- Provide a one-hour safety training tailored to their restaurant.
- Encourage workers to become involved in workplace safety programs.
- Identify concrete ways to prevent injuries at work.
- Meet Cal/OSHA training requirements.

This training also includes information regarding training and supervising young workers. The materials are available in English and Spanish both online at <http://www.dir.ca.gov/CHSWC/SBMRMaterials.htm> and in print.

Through a continued partnership with the SCIF and CRA, workshops have been presented at SCIF district offices throughout the state. From November 2005 through December 2006, 18 workshops have been held, reaching 193 owners or managers from 134 restaurants or food-service programs. In addition, both LOHP and LOSH have done outreach to franchise organizations, culinary

programs, local minority Chambers of Commerce, and other local business organizations. Additional outreach occurred when the Independent Restaurant Safety Council printed and distributed 3,000 copies of the materials to their members.

The restaurant safety training materials will continue to be promoted and distributed throughout the state. An additional potential partnership with one or more employer associations is being explored in order to develop small business health and safety resources for a second industry.

Young Workers

CHSWC believes strongly in the importance of educating young workers and keeping them safe as they enter the workforce. Statistics show that over 250,000 teens are injured on the job annually in the United States; at least 84,000 of these injuries are serious enough to require hospital treatment. A goal of the WOSHTEP program is to identify unique ways to effectively engage young workers as health and safety promoters at work and/or in their schools and communities.

Young Worker Leadership Academy

In 2005, WOSHTEP funding helped support the first Young Worker Leadership Academy in Anaheim, California. Twenty-five youth in teams from six different communities in California learned about workplace health and safety. They took this information back and shared it in creative ways in their own communities during Safe Jobs for Youth Month (May). High school students from LOHP's young worker research team and LOSH's peer education program helped conduct this Academy.

Following the 2005 Leadership Academy's success, 2006 WOSHTEP funding supported two additional Young Worker Leadership Academies, one in Sacramento on January 19, 20 and 21, and the other in Los Angeles on February 16, 17 and 18. Thirteen teams attended the two Academies, with four youth from the 2005 Academy returning to act as youth mentors to the new teams. CHSWC co-sponsored these Academies with LOHP, LOSH, the Center for Civic Participation, and the California Partnership for Young Worker Health and Safety.

The goals of the Young Worker Leadership Academy are to: teach youth about workplace health and safety and their rights on the job; help youth identify educational, policy and media strategies to help ensure that young people do not get hurt on the job; and provide a forum for these youth to plan specific actions they will take in their own communities to promote young worker safety during Safe Jobs for Youth Month in May.

During May 2006, 12 of the teams successfully conducted a variety of creative activities, including: conducting workshops at schools and in the community on health and safety hazards, including developing and staffing a booth on teen worker safety at a local farmers' market; being interviewed on a local Spanish-language radio station; and working with school personnel to develop and institute a quiz on young worker rights and responsibilities in the workplace to be taken by all youth seeking Work Permits. Teams reached at least 3000 people, mainly youth, through these activities.

In response to participant requests, LOHP and LOSH organized a reunion for the 2006 LA Academy participants, held at UCLA in August 2006. Twelve youth, representing five of the six teams, participated to share their team projects, which reached over 2,000 youth and 200 adults, and to develop additional skills and discuss ideas for building an ongoing network of young health and safety advocates.

As a result of the Academies in 2005 and 2006, a network of youth who can help promote workplace health and safety in their communities has been developed. Two additional Academies facilitated by LOHP and LOSH are planned for 2007, to be held in January at UC Berkeley, and in February at UCLA.

Resource Centers

Resource Centers at LOHP and LOSH have been established to house and act as distribution systems of occupational health and safety training material, including, but not limited to, all materials developed by WOSHTEP. These centers provide information and technical assistance.

LOHP has developed Resource Center tours and classes for WOSHTEP participants, orienting them to the Center and giving them take-home research tools to use when at work. The training covers various sources of occupational health and safety information such as journal articles, flyers and brochures, books online resources, and multilingual materials. In addition, the Resource Center develops resource lists for the LOHP WOSHTEP e-newsletter to help WOSH Specialists and trainers find answers to their occupational safety and health questions. The LOHP Resource Center also assisted in the development of background resources for WOSHTEP of a more general nature, which emphasize online resources, where available, to ensure that all WOSHTEP participants have access to these materials.

LOSH has developed a satellite location for their Resource Center at the UCLA Downtown Labor Center, which is accessible to workers and members of the community. The center held a training session in November 2005 to orient WOSH Specialists in the LA Trade Technical College class to the library and piloted a new Internet research activity using the computer lab to find health and safety

resources. LOSH also developed a list of primarily electronic, recommended background resources for new WOSH trainers and/or other workplace health and safety professionals to review as they prepare to teach one or more topics in the WOSH Specialist curriculum. Training handouts are being translated into Spanish and Chinese. In future years, the materials may be translated into other languages as needed and as funding allows.

New health and safety materials are added to the Resource Centers monthly. These materials are identified by staff through attendance at meetings and conferences, as well as through literature searches and review of the weekly Cal/OSHA Reporter.

Multilingual Health and Safety Resource Guide

An electronic Multilingual Health and Safety Resource Guide has been developed for CHSWC by LOHP. The Guide is a free resource for finding health and safety information in multiple languages. It consists of worker training materials, such as fact sheets, checklists, and other resources, that are available online and can be printed to distribute to employees participating in injury and illness prevention programs in the workplace.

The Guide covers a broad range of topics including identifying and controlling hazards, legal rights and responsibilities, ergonomics, chemical hazards, and violence prevention. It also provides information on hazards in a number of specific industries and occupations, including agriculture, construction, health care and office work. Resources are available in 23 different languages including Spanish, Chinese, Arabic, Croatian, Haitian/Creole, Hmong, Japanese, Khmer/Cambodian, Korean, Polish, Portuguese, Russian, Serbian, Swahili, Tagalog, Thai, and Vietnamese.

The Multilingual Health and Safety Resource Guide is updated regularly. It is available on the web at:

<http://www.dir.ca.gov/chswc/MultilingualGuide/MultilingualGuideMain.html>.

Website

A WOSHTEP section of the CHSWC website, www.dir.ca.gov/chswc, has been created to promote public access to and awareness of WOSHTEP and products developed for the program. These materials include a WOSHTEP fact sheet, a multilingual health and safety resource guide, and other resources developed for WOSHTEP training. In addition, LOHP and LOSH maintain linked websites, www.lohp.org and www.losh.ucla.edu, with information on WOSHTEP and health and safety resources.

Database and Evaluation

CHSWC has constructed a database of all trainers, WOSH Specialists trained, course information and certificates awarded. The database assists CHSWC staff in tracking all participants in the program and creating reports that will facilitate evaluation of the program.

In 2006, an evaluation consultant designed and tested a comprehensive evaluation plan for two elements of WOSHTEP: the WOSH Specialist course; and the Small Business Restaurant Safety Training class.

The WOSH Specialist training evaluation uses a mixed-method (qualitative and quantitative) non-experimental design (i.e., there is no control group) that gathers information on knowledge, attitudes, skills and WOSH Specialist effectiveness. The sources of data used to evaluate the WOSH Specialist course include:

- A Registration Form completed by participants prior to the class.
- A post-training form (post test) completed by participants at the end of the course which assesses their knowledge of several key learning objectives, as well as perceived changes in that knowledge and willingness to conduct WOSH Specialist tasks in their workplace.
- Follow-up interviews conducted with a representative sample of WOSH Specialists three to five months after completing the course to assess whether they were able to conduct WOSH Specialist tasks and have an impact in their workplace.

Similarly, the evaluation of the small business training for restaurant owners and managers will be based on post tests and structured follow-up interviews with a sample of participants.

Industries and Occupations Served by WOSHTEP to Date

To date, WOSHTEP has provided health and safety information and/or training to numerous industries including: janitorial; construction; small manufacturers; corrections and rehabilitation; health care; telecommunications; food service or restaurant; laundry; agriculture; transportation; schools; refineries; warehousing; garment; meat packing; and recycling.

National Outreach

WOSHTEP is gaining national recognition through CHSWC, LOHP and LOSH presentations at national and state conferences, such as the International Association of Industrial Accident Boards and Commissions (IAIABC), California Self-Insurers Association, American Society of Safety Professionals, and the

American Public Health Association, and through articles written for publications such as the IAIABC journal, the Bureau of National Affairs SafetyNet monthly newsletter, and the quarterly magazine for Foodservice Consultants Society International (FCSI).

IV. Future Plans in 2007 and Beyond

WOSH Specialist Training

LOHP and LOSH each have planned and will conduct at least ten WOSH Specialist courses in 2007. These courses, averaging 15 participants per class, will be held in a variety of locations throughout California. Partnerships will continue to be developed with local, non-profit organizations, community colleges, universities, and SCIF and other insurers to assist in offering these training courses.

Delivery Structure

LOHP and LOSH will continue to provide the Training-of-Trainers course and mentor new WOSH trainers who will provide training to their constituencies and in their geographic locations.

Employer and Worker Participation through Awareness Trainings

As part of outreach to employers, Awareness trainings will be held to promote employer and worker interest and participation in WOSHTEP. CHSWC, LOHP, and LOSH will work with the WOSHTEP Advisory Board, Training-of-Trainers participants, needs assessment participants, and others to prioritize employer and worker groups that would most benefit from Awareness trainings.

Expansion into the Central Valley and Other Areas of Northern and Southern California

To implement expansion of WOSHTEP to the Central Valley, LOHP will identify partners to help serve rural parts of the state and to pilot test a variety of approaches. Expansion of WOSHTEP by LOHP to other geographic areas in Northern California will include Sacramento, San Jose and Redding.

Expansion in Southern California by LOSH will include San Diego and eastern counties. In San Diego, LOSH has worked with governmental and community-based organizations to identify ways to reach target populations, support efforts by WOSH Specialists to promote health and safety in their workplaces, and identify potential trainers.

Small Business Health and Safety Resources

The restaurant safety training materials will continue to be promoted and distributed throughout the state. An additional potential partnership with one or more employer associations is being explored in order to develop small business health and safety resources for a second industry.

To meet the needs of small businesses for generic health and safety information and training, a resource packet will be developed and pilot tested with a number of diverse small business owners and managers.

Young Worker Leadership Academies

Two Young Worker Leadership Academies will be held in 2007 in Northern and Southern California, with the goal of continuing to create a network of youth who can share health and safety information with their peers. Several students from the 2005 and 2006 Leadership Academies will participate in the 2007 Academies, leading activities and serving as mentors.

Carve-out Health and Safety Training

Needs assessment with key stakeholders involved in carve-outs has been conducted to determine health and safety training needs. Materials from the WOSH Specialist program are being adapted for health and safety training for carve-outs, and a pilot training is planned. A conference on health and safety prevention strategies for carve-out programs will include topics such as: effective joint health and safety committees; the highest-quality IIPP development and implementation; effective return-to-work programs; and worker training and participation in safety programs.

Resource Centers

Resource Centers in Northern and Southern California will continue to house and act as distribution systems of occupational health and safety training material, including, but not limited to, materials developed by WOSHTEP. These Centers will also continue to provide information and technical assistance to support the workers' compensation community, including WOSH Specialists and WOSHTEP trainers.

Training Materials in Other Languages and Multilingual Guide

WOSHTEP training handouts have been translated into Spanish and Chinese. Other languages will be added as needed and as funding allows.

The Multilingual Health and Safety Resource Guide developed by LOHP for CHSWC will continue to be updated and maintained regularly. Through this Guide, health and safety resource materials are available online in 23 languages.

Website

The WOSHTEP section of the CHSWC, LOHP and LOSH websites, which promotes public access to and awareness of WOSHTEP and products developed for the program will continue to be maintained and updated regularly. LOHP and LOSH will continue to maintain linked websites with information on WOSHTEP and health and safety resources.

Database and Evaluation

The WOSHTEP database and evaluation system will continue to track the training of participants and trainers, thereby supporting ongoing efforts to identify needs and evaluate the program.

National Outreach

CHSWC, LOHP, and LOSH will continue to inform the national health and safety community about WOSHTEP through presentations at state and national conferences, such as the International Association of Industrial Accident Boards and Commissions (IAIABC), California Self-Insurers Association, American Society of Safety Professionals and the American Public Health Association, (APHA), and through articles for publications such as the IAIABC journal and the Bureau of National Affairs SafetyNet monthly newsletter.

APPENDIX

2006 WOSH Specialist Trainings, Awareness Sessions and Presentations, and Refresher Trainings

2006 WOSH Specialist Trainings

- A State of California Department of Corrections and Rehabilitation (CDCR) WOSH Specialist training for joint labor-management health and safety committee members was held for the two Kern Valley State Prisons in Delano, CA, on January 17, 18, and 19, 2006. The class was taught by three CDCR Network trainers from Northern and Southern California. In English for 22 participants.
- An open-enrollment WOSH Specialist class was held at San Francisco State University in San Francisco, CA, February 1 to May 24, 2006, for participants employed in various industries and taught by two LOHP trainers. In English for 10 participants.
- An open-enrollment course was held at the Cesar Chavez Continuing Adult Education Center in San Diego, CA, in collaboration with the San Diego City College Labor Studies Program and with support from the San Diego Imperial Valley Labor Council and AFT 1931. This was the first health and safety training for Spanish-speaking workers in the San Diego area. Held on February 11 and 15 and March 11 and 25, 2006, the class was co-taught by one WOSH Network trainer and one WOSH Specialist. In Spanish for 26 participants.
- A WOSH Specialist course was held for homecare workers in collaboration with SEIU and the Alameda Public Authority in Oakland, CA, on March 9, 10, 23, and 24, 2006. The class was taught by two WOSH Network trainers. In English and simultaneously translated into Spanish and Chinese for 17 participants (5 English-speakers, 7 Chinese-speakers, and 5 Spanish-speakers).
- A WOSH Specialist course was held for members of AFSCME 3299 who are employed at the University of California, San Francisco (UCSF) in San Francisco, CA, on March 13, 20, and April 3, 2006. The class was taught by two LOHP trainers. In English for 22 participants.
- A CDCR WOSH Specialist course was held in Stockton, CA, at the Youth Correctional Facility on March 21, 22, and 23, 2006, for members of CDCR's

joint labor/management health and safety committee. The course was taught by LOSH and two WOSH Network trainers. In English for 32 participants.

- A WOSH Specialist course was held for Phoenix House, a non-profit alcohol and substance abuse prevention and treatment program, on April 20 and 21 and May 11 in Lakeview, CA. The course was co-taught by LOSH with two WOSH Network trainers. In English for 15 participants.
- A CDCR WOSH Specialist course was held in Folsom, CA, for the members of old and new Folsom Prisons' health and safety committees on April 19, 26, and May 3, 2006. The class was taught by two WOSH Network trainers. In English for 23 participants.
- An open-enrollment class was held in collaboration with the Contra Costa Central Labor Council in Martinez, CA, from April 20 to June 8, 2006. The class was taught by three WOSH Network trainers. In English for 12 participants.
- A CDCR WOSH Specialist course for joint labor-management health and safety committee members was held in Blythe, California, on May 9, 10, and 11, 2006. The class was taught by two CDCR Network trainers. In English for 30 participants.
- A WOSH Specialist course was held for members of the CDCR's health and safety committee at the prison in Susanville, CA, on June 22, 23, and 24, 2006. The class was taught by two WOSH Network trainers. In English for 19 participants.
- A WOSH Specialist course was held for community health workers from different agencies who are members of the Community Health Promotores Program in Pacoima, CA, on July 5, 18, and 22, 2006. The class was taught by three WOSH Network trainers. In Spanish for 18 participants.
- An open-enrollment course was held in Spanish by LOHP in partnership with community-based organizations in the Bay Area that target immigrant workers. The class was taught in Oakland, CA, on July 6, 13, and 20, 2006, by two LOHP trainers. In Spanish for 15 participants.
- A CDCR WOSH Specialist course was taught at the Richard J. Donovan Correctional Facility in San Diego on July 19, 20, and 21, 2006. The class was co-taught by two CDCR Network trainers and one WOSH Network trainer from San Diego. In English for 13 participants.
- A WOSH Specialist course was held in Concord, CA, for SBC/AT&T on August 1, 2, 8, and 9, 2006. The course was taught by an LOHP trainer and three Network trainers from SBC/Communication Workers of America (CWA).

Participants were all members of a joint labor-management health and safety committee. In English for 10 participants.

- A CDCR WOSH Specialist course was held at San Quentin in Marin County, CA, on August 30, 31, and September 1, 2006. The class was taught by two Network trainers and two LOHP trainers. All participants were members of a joint labor-management health and safety committee. In English for 15 participants.
- A three-day open-enrollment WOSH Specialist class was held on September 14, 15, and 20, 2006. The course was co-taught by LOSH and WOSH Network trainers at the UCLA Downtown Labor Center. Participants were recruited from company, union and community representatives. In English for 29 participants.
- A three-day open-enrollment class was held at Laney College in Oakland, CA, on October 7, 14, and 21, 2006. The class was taught by three Network Trainers. In English for 18 participants.
- A WOSH Specialist course was held on October 24, 25, 31, and November 1, 2006, for SBC/AT&T in Pleasanton, CA. The class was taught by three Network trainers and an LOHP trainer. In English for 10 participants.
- A CDRC WOSH Specialist course was taught by CDCR Network trainers and LOSH trainers in San Luis Obispo, CA, on December 12, 13, and 14, 2006. In English.

2006 Awareness Sessions and Presentations

- A two-hour Awareness session was conducted by LOHP for the San Francisco City College/SF Build, a workforce pre-apprenticeship training program in San Francisco on January 25, 2006. The topics were controlling hazards at work and workers' compensation. There were 25 Chinese-speaking participants.

Additional two-hour Awareness sessions conducted by LOHP and focusing on the same topics were delivered at San Francisco City College for the SF Build program on: February 3, 2006; April 21, 2006; April 28, 2006; July 14, 2006; July 21, 2006; and August 19, 2006. Each of these sessions had between 17 and 37 participants.

- On January 27, 2006, LOHP made a presentation to SCIF Loss Control Managers in Burlingame, CA, as part of a SCIF annual meeting. The presentation provided an overview of WOSHTEP and solicited participation by the loss control managers in helping to identify companies who might be interested in sending worker leaders to a Specialist course and/or in need of

assistance through WOSHTEP's small business health and safety resources program. There were 40 participants.

- Esperanza Community Health Promotores Training Program, Los Angeles, CA, received a three-hour occupational health and safety Awareness session held on March 3, 2006. LOSH staff and a WOSH Specialist who is a graduate of the Promotores Program co-facilitated an activity. Taught in Spanish for 17 participants.
- More than 350 SCIF policy holders participated in an Awareness session taught as part of an all-day cultural-diversity conference, "Outreaching to the Spanish-speaking Community," held in Monterey Park, CA, on May 3, 2006. Two LOSH staff and one WOSH Network trainer were on the program. Two WOSH Network trainers were the primary organizers for the day that also included a display booth where attendees could discuss their companies' health and safety training needs. The lunch Keynote Speaker was John Howard, Director of NIOSH.
- Six staff and organizers represented by the Pilipino Workers' Center and Koreatown Immigrant Worker Advocates in Los Angeles participated in a half-day Awareness session on May 24, 2006, held by LOSH and focusing on hazards affecting home healthcare workers and officer workers. The session was conducted in Spanish.
- A two-hour Awareness session on identifying hazards and taking action was conducted by LOHP as part of the Women in the Building Trades annual conference in Sacramento, CA, on June 11, 2006, by a WOSH Network trainer. The session promoted the WOSH Specialist training and encouraged participants to take the full 24-hour course. Taught in English for 9 participants.
- A two-hour Awareness session was held by LOHP for the Service Employees International Union (SEIU) Local 87 for shop stewards in San Francisco, CA, on June 15, 2006. Topics covered were identifying hazards and controlling hazards at work. Taught in English for 35 participants.
- A two-hour awareness session was held by LOHP for SEIU Local 87 in San Francisco, CA. Topics covered were identifying hazards and workers' compensation. There were 21 participants.
- A two-day Awareness session (a total of 8 hours) was held by LOSH for the SEIU Hazmat-United Healthcare West worker/trainers on July 19 and 20, 2006, at the UCLA Downtown Labor Center, Los Angeles, CA. The session was co-taught by two WOSH trainers; one was from the Homecare Workers Union and the other one was a SoCalCOSH coordinator. In English for 18 participants.
- A two-and-a-half-hour Awareness session was held by LOSH on July 28, 2006, for youth ages 14 through 18, who were participating in the UCLA Community-based Learning Program's Summer Internship program, and adult program staff. Activities included risk mapping, pyramid of controls, the

Jeopardy game and health and safety resources. In English for 86 youth and 15 adult staff.

- Regular (monthly) brief presentations by LOSH in Spanish on occupational health topics began in August 2006 at the Mexican Consulate for immigrants through the Ventanilla de Salud community health education project. Participants will be recruited to participate in Awareness sessions at the nearby UCLA Downtown Labor Center, and worker leaders will be identified to join WOSH Specialist courses.
- A two-hour Awareness session was held by LOHP for the Silicon Valley Toxics Coalition in Oakland, CA, on August 18, 2006. There were 15 participants.
- Two Awareness sessions of one and a half hours in length were held by LOSH for a total of 34 day laborers and household workers who are members of the Hollywood Community Job Center at the 2006 Day Laborer Latina/o Health Fair co-sponsored by the Instituto de Education Popular del Sur de California (IDEPSCA) on August 26, 2006. The sessions were co-facilitated by a LOSH staff member and two WOSH Network trainers. Topics included identifying and controlling workplace hazards and health and safety resources, including Cal/OSHA. In addition, a resource table on occupational safety and health was set up to provide information to those who could not participate in the sessions. In Spanish.
- A two-hour Awareness session was held for 11 youth and 3 adults at IDEPSCA's Teens in Action summer retreat in Hollywood, CA, on August 29, 2006. More than half of the participants had work experience and many had parents who work in high-risk industries. The session was co-taught with a WOSH trainer. Topics and activities included risk mapping, pyramid of controls, a health and safety Jeopardy game, and health and safety resources. In Spanish.
- A one-hour Awareness session for 13 day laborers who are members of the Downtown Community Job Center and IDEPSCA was held at the Job Center on September 26, 2006. A WOSH Specialist, who is a member and organizer for IDEPSCA, did outreach to participants who were Latino immigrants working in a variety of low-wage jobs, which ranged from general labor, moving, yard work and landscaping, maintenance and cleaning, painting and basic carpentry, and warehouse work. Activities and resources included: identifying and controlling hazards in the workplace; Cal/OSHA and safety and health resources overview; heat stress handouts and resources; and CAL/OSHA and WOSHTEP materials.
- A presentation to the 2006 Annual Fall Conference of the California Association of Work Experience Educators (CAWEE) made on November 15, 16, 17, 2006, entitled "The Safety Zone: Young Leaders Creating Change" for approximately 200 Work Experience Coordinators. Daisy Castillo, a club member of "Youth in Power Club" at Manual Arts High School co-presented

her experience as a member of a club established by one of the Young Worker Leadership Academy teams from last year's Los Angeles Academy. In addition, an interactive workshop for 25 Work Experience Coordinators was conducted. The workshop was entitled "Young Leaders Creating Change: Interactive Health and Safety Lessons." The material covered at the workshop included sharing both LOHP and LOSH young worker curricula, the WOSH Specialist body mapping activity, and a full description of the Young Worker Leadership Academy.

- A one and one-half hour Awareness session was presented to by LOSH staff and a WOSH trainer from IDEPSCA at the Fourth Annual State Promotora and Community Health Worker Conference, "Toward a Healthy and Dignified Life," held in Burbank, CA, on December 1, 2006. The session focused on hazard mapping in the workplace, the role of health and safety committees, and an overview of Cal/OSHA.
- A half-day Awareness session was presented to immigrant workers representing unions, worker centers, and community-based organizations as part of a three-day Colegio (leadership school) coordinated by the UCLA Labor Center on December 7, 8, and 9, 2006. In Spanish.

2006 Refresher Trainings

- Four WOSH Specialists plus five WOSH trainers participated in an open-enrollment Refresher was held by LOSH in collaboration with SoCalCOSH at the UCLA Downtown Labor Center in Los Angeles, CA, on January 20, 2006. Four WOSH Specialists plus five WOSH trainers participated. A representative from federal OSHA spoke about the differing services of OSHA and Cal/OSHA, as well as the federal response to Hurricane Katrina, and a representative from the National Day Laborers Network gave a slide presentation about conditions day laborers are facing in the hurricane clean-up. Facilitated by a WOSH Network trainer in English.
- Nine WOSH Network trainers came together at the UCLA Downtown Labor Center on January 27, 2006, for a Refresher/planning session with LOSH trainers in English. The group discussed successes and challenges they faced in implementing training. They received new training manuals and developed a training calendar.
- Four WOSH trainers and two WOSH Specialists participated in an open-enrollment Refresher held by LOSH on workers' compensation was held in collaboration with SoCalCOSH at the UCLA Downtown Labor Center on February 16, 2006. A personal-injury attorney and a workers' compensation attorney spoke at the session that was facilitated by one WOSH Network trainer in English.
- Sixty individuals participated in an open-enrollment Refresher held by LOSH on April 28, 2006, for 60 participants on Workers' Memorial Day (WMD), to

honor workers who were injured or died on the job since the 2005 WMD event. Speakers shared information on strategies being used to prevent workplace injuries. This Refresher included resource tables with community and governmental groups where participants could share and exchange health and safety information and practices. The event was coordinated by WOSH Network trainers and LOSH staff. Five WOSH Specialists and five WOSH Network trainers participated. Facilitated in English with simultaneous translation in Spanish.

- An open-enrollment Refresher training was conducted by two LOHP trainers on May 23, 2006, for 22 participants in Berkeley, CA. The primary topic was an update on workers' compensation; however, participants were also given the opportunity to discuss their successes in taking action to improve health and safety back in their workplaces. The class was conducted in English and simultaneously translated in Spanish (1 participant) and Chinese (3 participants).
- An open-enrollment Refresher training on heat stress was conducted by LOSH in collaboration with SoCalCOSH in Los Angeles, CA, on August 16, 2006. More than 45 participants, including five WOSH Network trainers and 4 WOSH Specialists attended. The session featured a series of speakers covering: the history of the Cal/OSHA Standard; how heat affects agricultural workers and day laborers; newly developed Fact Sheets on heat stress, a heat stress safety checklist, and how to identify signs of heat stress; and what workers can do on their job and health and safety resources. In English and Spanish.
- A five-hour Training-of-Trainers Refresher to improve WOSH trainers' ability to identify and meet the needs of their audience held by LOSH was attended by 8 WOSH trainers at the UCLA Downtown Labor Center on October 2, 2006. The group reviewed needs assessment goals and tools, and the processes before and after the WOSH Specialist training course that support an effective educational experience. A Health and Safety Trainer for the national program of the United Food and Commercial Workers International Union (UFCW) attended the Refresher along with a panel of advisors representing the areas that provide resources for health and safety action in the workplace: Cal/OSHA, Worker's Compensation and Community/Policy Advocacy. They then put together a training action plan and reviewed procedures for all WOSH Specialist courses. Finally, trainers received updated instructor manuals, and the process for proposing trainings and receiving stipends was reviewed.
- A full-day open-enrollment Refresher in Spanish was held by LOSH December 9, 2006. The program included an opportunity for participants to share challenges and success in taking action to improve health and safety conditions in their workplace, as well as a review of action plans that

incorporate methods for hazard identification and control, effective communication, and community resources.